

CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Adopt Resolution Approving City of Lodi Participation in Sacramento County Contract for Purchase of Office Supplies

MEETING DATE: February 7, 2001

PREPARED BY: Finance Director

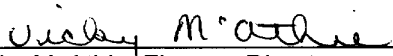
RECOMMENDED ACTION: That the City Council adopt a resolution authorizing the City to purchase office supplies under terms of the contract between Sacramento County and its office supplies contractor, Corporate Express Office Products of Sacramento.

BACKGROUND INFORMATION: In July, 1992, the City Council adopted Resolution 92-119 authorizing the City to participate in an office supplies contract between the County of San Joaquin and Eastman, Inc. (now Office Depot, Sacramento). Since that time the City has enjoyed pricing in the range of 35% - 70% off list prices for office supplies.

In September, 2000, Sacramento County's Purchasing Division awarded contract #WA00011900 for purchase of office supplies from Corporate Express. The award was a result of Bid #5315. Part of the contract stipulates that "terms, conditions, and pricing of the contract are available to other political entities within California". The bid evaluation shows Corporate Express pricing on a "shopping list" of contract items (193 high-use items, many of which the City of Lodi uses) to be 40% below Office Depot pricing on the same list.

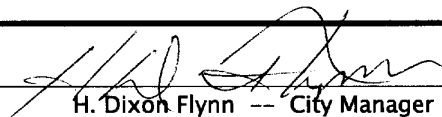
Staff expects to continue to use Office Depot as a supplier, either through San Joaquin County or through the U.S. Communities Purchasing Program, on those items where it is most advantageous to do so. Concurrently, the City would take advantage of Sacramento County contract pricing with Corporate Express, under authorization provided by this resolution, on those items where the City would derive the greatest benefit. Both companies offer on-line ordering, next-day delivery, and comprehensive reporting of order activity.

FUNDING: None required to implement; individual departments budget for office supplies.


Vicky McAthie, Finance Director

Prepared by Joel Harris, Purchasing Officer

APPROVED: _____


H. Dixon Flynn -- City Manager

RESOLUTION NO. 2001-15

A RESOLUTION OF THE LODI CITY COUNCIL
AUTHORIZING PARTICIPATION IN SACRAMENTO
COUNTY CONTRACT FOR PURCHASE OF
OFFICE SUPPLIES

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WHEREAS, pursuant to Lodi Municipal Code Section 3.20.040, the Purchasing Officer, with the approval of the City Council, may authorize in writing any agency to purchase or contract for specified supplies, services and equipment independently of the Purchasing Department so long as such purchases are made in conformity with established purchasing procedures as set forth in the Lodi Municipal Code, and periodic reports are required of and provided by the agency on said purchases made under such written authorization.

NOW, THEREFORE BE IT RESOLVED that the Lodi City Council hereby authorizes participation in the Sacramento County contract for purchase of office supplies through Corporate Express Office Products of Sacramento.

Dated: February 7, 2001

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I hereby certify that Resolution No. 2001-15 was passed and adopted by the City Council of the City of Lodi in a regular meeting held February 7, 2001, by the following vote:

AYES: COUNCIL MEMBERS – Hitchcock, Howard, Land and Pennino
NOES: COUNCIL MEMBERS – None
ABSENT: COUNCIL MEMBERS – Mayor Nakanishi
ABSTAIN: COUNCIL MEMBERS – None


SUSAN J. BLACKSTON
City Clerk